



## LANDLORD / MANAGER'S STATEMENT

THIS FORM MUST BE COMPLETED BY YOUR LANDLORD OR RESIDENCE MANAGER.

Date: \_\_\_\_\_ Name of Tenant \_\_\_\_\_

Name of Apartment Complex (if applicable) \_\_\_\_\_ Apt.# \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip Code

Are you related to the tenant? ☐ Yes ☐ No Do the tenant and landlord reside at the same address? ☐ Yes ☐ No

This rental unit is a (check one): ☐ House ☐ Apt. ☐ Duplex ☐ Basement Apt. ☐ Mobile Home ☐ Small Trailer ☐ Boarding Room

This rental unit is heated by (check one): ☐ Gas ☐ Electricity ☐ Steam ☐ Coal ☐ Wood ☐ Propane ☐ Fuel Oil

Monthly Rent the Tenant is Responsible for: \$ \_\_\_\_\_ Is the rent subsidized? ☐ Yes ☐ No

Does the Tenant work for part of the rent? ☐ Yes ☐ No If yes, how much? \_\_\_\_\_

Number of occupants residing in this rental unit: \_\_\_\_\_

Is either the gas or electricity in the tenant's name? ☐ Yes ☐ No If yes, which one? \_\_\_\_\_

***I certify that what I have circled below accurately describes the tenant's circumstances regarding utility responsibility.  
Please circle one of the following:***

***THE TENANT IS ELIGIBLE FOR HEAT ASSISTANCE IF ONE OF THE FOLLOWING CIRCUMSTANCES (1, 2, or 3) APPLIES:***

1. AS RECEIPTED, a portion of the rent money paid by the tenant is used to pay the cost of either their gas or electricity or both.
2. The above named tenant receives a utility allowance and the UTILITY ALLOWANCE IS SPECIFICALLY IDENTIFIED IN THE TENANT'S LEASE.
3. The following utilities are in my name, however, the TENANT IS RESPONSIBLE TO PAY THE UTILITY BILLS by paying it directly to me or otherwise negotiated:  
Heating Utility Company \_\_\_\_\_  
Other Energy-Related Utility Company \_\_\_\_\_  
The reason the utilities are in my name is: (Circle one)
  - a. A City utility company has owners put utilities in the owner's name.
  - b. Tenants could not put the utilities in their name due to past-due bill, too large of a deposit, etc.
  - c. I prefer to know how large the bill is and that the bill is getting paid.
  - d. Other reason \_\_\_\_\_.

***THE TENANT IS NOT ELIGIBLE FOR HEAT ASSISTANCE IF ONE OF THE FOLLOWING CIRCUMSTANCES (4 or 5) APPLIES:***

4. The above-named tenant's utilities ARE INCLUDED IN THE RENT, but NO portion of the rent money paid by the tenant is used to pay for utilities. THE RENT IS RECEIPTED IN AS RENT ONLY.
5. The above named RENTAL PROJECT receives a rental and utility subsidy from either HUD or Rural Development. THE RENTAL PROJECT, NOT THE TENANT, receives the rent and utility subsidy. The tenant does NOT pay any utility costs out of his/her own pocket.

***I certify that the above information is true and correct to the best of my knowledge.***

\_\_\_\_\_  
Landlord/Manager Signature

\_\_\_\_\_  
Landlord/Manager Name (please print)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

For questions, please call the local HEAT Office: Name \_\_\_\_\_ @ ph: \_\_\_\_\_